

## **Community Affairs Commission Minutes April 18, 2013**

### **STATE OF TEXAS**

### **COUNTY OF TARRANT**

### **CITY OF BEDFORD**

**The Community Affairs Commission of the City of Bedford, Texas, met in regular session at 5:30 p.m. at the City Hall Conference Room, 2000-A Forest Ridge Drive, Bedford, TX on the 18th of April, 2013 with the following members present:**

Dianne Doughty  
David Franklin  
Dave Gebhart  
Steve Grubbs  
Gary Morlock  
Roy Savage  
Cynthia Williams

Others present:  
Bill Syblon – for David Miller

Absentees:  
Michael Boyter – Council Liaison  
Mary Frazier – HEB Chamber Liaison  
Mark Massey  
David Miller – Staff Liaison  
Jennifer Schnell

### **CALL TO ORDER**

Chairman Steve Grubbs called the meeting to order at 5:32 p.m.

### **APPROVAL OF MINUTES AND BUDGET REVIEW**

#### **1. Consider approval of the following Community Affairs Commission minutes: a) March 21, 2013 regular meeting**

Motioned by Mr. Savage, and seconded by Ms. Williams, to approve the minutes of the March 21, 2013 regular meeting. Motion approved: 7 - 0 - 0.

#### **2. Review the balance of the Commission budget.**

Reference Attachment:  
Agenda Item 2. – “Annual Budget for FY 2012/2013 – Report 04/21/2013” [sic]

Chairman Grubbs reported that the CAC budget balance, after miscellaneous monthly expenses, was \$1,081.77, per Report dated 04/21/2013.[sic]

### **REPORTS**

#### **3. Discussion and possible action related to Community Affairs Commission Sub-Committee activities:**

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### **a) Business Outreach**

Reference Attachment:

Agenda Item 3.a) – “Subcommittee report from Jennifer Schnell 4/18/2013”

Chairman Grubbs reported that the CAC Outreach Chairs of Business (Schnell), Residential (Morlock), and Faith-Based (Massey) met with him for lunch to discuss ideas for a CAC Fall Outreach Meeting targeted for September. Mr. Grubbs and Ms. Schnell agreed to follow-up on speakers, topics, and dates so a Fall meeting plan could be approved at the CAC monthly meeting on April 18. This would then allow the Fall meeting details to be announced at the next “School Safety” Outreach Meeting on May 7.

Jennifer Schnell reported that the CAC Fall Community Outreach Meeting is tentatively scheduled for Thursday, September 19, at the Bedford Public Library. Start time is still TBD, but 7:00 p.m. is suggested. This is the same date as the September monthly CAC meeting (5:30 p.m.), but was chosen due to many constraints. The CAC meeting could start early at 5:00 p.m. if needed.

Proposed major speakers (topics) are:

Mayor Jim Griffin (His Vision for the City - to include: Central Bedford Development Zone (CBDZ); Cultural Commission recommendations; economic development.)

Bedford Attorney Cynthia Williams (“Five Key Estate Planning Documents Everyone Should Have”). Since Ms. Williams is an attorney and CAC member, the City Attorney was contacted and he indicated that this can be presented without a conflict of interest.

Motioned by Mr. Gebhart, and seconded by Mr. Morlock, to approve the schedule, location, and speakers (topics) as stated for the CAC Fall Community Outreach Meeting for Thursday, September, 19 at 7:00 pm at the Bedford Library. Motion passed: 7-0-0.

A Fall meeting flyer will be prepared by the City to be handed out at the “School Safety” Outreach Meeting on May 7. A Fall meeting article will be written to appear in the next edition (August) of the Bedford Connection Magazine.

Note: Ms. Williams will be speaking on Friday, April, 26, from 1:00-4:00 pm at the annual “Peoples Law School” sponsored by Texas Women’s Univ. It’s free, open to the public, with 200-500 often attending. Consult [TarrantCountyBarAssociation.com](http://TarrantCountyBarAssociation.com).

### **b) Residential Outreach**

Reference Attachment:

Agenda Item 3.b) – “CAC Report 4-18 on 5-7 COM School Safety”

Gary Morlock reported on plans / status / logistics for the “School Safety” Outreach Meeting on Tuesday, May 7, 7:00 pm at the Old Bedford Library (OBL).

On April 17, Mr. Grubbs, Mr. Morlock, and Ms. Rebecca Asher (City Marketing Specialist) met with key speaker Steve Chapman (new HEB ISD Superintendent) and his staff to review the May 7 meeting agenda, promotion, and logistics.

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The material to be presented will include details on the new "Safety Recommendations" package approved by the HEB-ISD Board on April 16 at their monthly meeting. Mr. Chapman will provide an overview, and then Ms. Tammy Daggs (ISD Safety Officer) will present the details. Ms. Judy Ramos (ISD Communications) will introduce ISD speakers.

Ms. Asher reviewed a revised copy of the City meeting flyer with text previously agreed to by HEB-ISD. HEB-ISD stated they would put a May 7 meeting notice on their website, but would not distribute flyers or meeting notices through the Bedford schools. Mr. Grubbs reviewed the normal promotion activities for the CAC Outreach Meetings. Mr. Chapman was given a copy of the new (April) Bedford Connection Magazine which highlights the May 7 meeting as the first "current event" inside the front page.

Ms. Asher will arrange for City to provide laptop, projector (projection on west wall), sound equipment, and all cables / connectors. She will also arrange for setup, checkout, and technical support during the meeting. Mr. Chapman will provide his own clicker (remote wireless mouse) for ease of presentation of his PowerPoint slideshow. The Bedford Police speaker, Randy Gardner, will not use the laptop. Neither speaker currently plans to use the internet, although the OBL is setup as a "wireless hotspot" if needed.

Chuck Carlisle (City Facilities Manager) will be out on medical leave starting May 2, so he wants to arrange for setup of meeting podium/table and 100 OBL-resident plastic chairs by May 1. An additional 100+ metal chairs from the BRAC will be available at OBL if needed. Additional chairs may have view blocked by 2 ft x 2 ft columns at OBL, so a second projector might be considered. If a second projector is needed, Mr. Gebhart offered the use of his "pull down projector screen".

The OBL provides 70 parking spaces. Overflow parking will be in vacant lot across E.M. Bilger. The Police Department (Randy Gardner) will organize (per Chuck Carlisle) installing curb access ramps and manage overflow parking and pedestrian traffic safety.

### **c) Faith Based Outreach**

Reference Attachment:

Agenda Item 3.c) – "To Transform a City – Event with 6 Stones"

Mark Massey was absent, but sent a printed report (email) presented by Mr. Grubbs. Mr. Massey is now the official Bedford Police Department Chaplain. He has been working with 6Stones Community Ministries and Bedford Police (Randy Gardner) to bring "a block party (community picnic)" to Bedford in 2013, based on similar events in Euless.

The first such event in Bedford is now scheduled on Saturday, April 27, 3-5 pm, at the Woods Apartments on Meadow Park Circle. The apartments want to start small, so this event will involve only a section of the apartments in the northeast corner. Volunteers are needed to support this event. Mr. Massey encouraged CAC members to attend, volunteer to help, and learn about the need / impact of these events in Bedford.

It has been noted that crime and graffiti have dropped in apartment areas where these events have created a sense of community and residents have become more acquainted.

### **d) Energy Efficiency**

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David Franklin, Chair of the CAC 2013 Energy Smart Expo, reported progress on the upcoming event scheduled this Saturday, April, 20, 1-5 PM, at the Old Bedford Library (OBL).

The list of Expo sponsors (5) and exhibitors (9) as of CAC March 28 event deadline was amazingly included in the "current event" Expo article in the Bedford Connection Magazine mailed to all City residences and businesses on April 5. Since that time at least three exhibitors have been added, but one (Oncor) has backed out, another (Green Mountain Energy) has been hard to contact to confirm, and CAC is still waiting for fax from a third. So the City's goal for CAC to meet or exceed last year's Energy Expo vendor count of 15 is at risk.

The Expo was also promoted on the back side of the March 15 City water bill. Several large "lawn signs" (the size of election posters) have been posted along major streets (e.g. Harwood, Forest Ridge) on City property. The Expo is being promoted on City electronic signs. The City (Rebecca Asher) created updated event flyers listing the Expo sponsors that have been posted in the City.

Expo speaker confirmation is being finalized. Session is targeted for 2 PM for about 45 minutes on "Energy Efficiency". Location will be small southwest corner room of OBL that seats 20-25 people when using a laptop with wall projection.

Booth layout inside OBL is being revised. Mr. Franklin has been advising vendors that Saturday AM setup time is 11 AM, even though vendor agreements indicate 10 AM for completion by 12:30 PM. CAC members who agreed to be there during setup are Ms. Dougherty, Ms. Williams, Mr. Grubbs, and Mr. Morlock (9:00 AM).

Stark Air will provide an outside trailer to demonstrate duct leaks. Ideas for using solar panels to power an outside booth exhibit are being finalized. An outside food table will be provided by Texas Roadhouse (BBQ sandwich / combo), which was a tasty success at the recent CAC City Expo.

Flyers for the next CAC Outreach Meeting on May 7, on "School Safety", will be done by the City (Rebecca Asher) and available to hand out. Ms. Asher will also create an Expo "bingo card", where each vendor booth checks off an attendee visit, and attendee redeems completed card at CAC checkout desk for a Cheddars restaurant coupon. Ms. Asher will also create survey forms to fill out there.

All CAC members are encouraged to attend the Expo so that duties (sign-in, head count, handouts, surveys, bingo card redemption, etc.) can be rotated and members can also see the Fair booths. As is customary, dress code is business casual, with CAC badge please.

### **e) HEB Chamber of Commerce**

Mary Frazier was absent. No report.

## **4. Discussion and possible action related to Community Events:**

### **a) City Expo**

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No report this month, as 2013 event was held on Saturday, March 3. Future planning has currently been re-directed to consideration of a Bedford Community Fair (Agenda Item 9.) which could include a City Expo component.

### **b) July 4<sup>th</sup>**

Cynthia Williams reviewed that CAC plans to have a booth at the City July 4th celebration. Details will be available at the next CAC meeting in May.

### **c) National Night Out**

Gary Morlock reviewed that 2013 Texas National Night Out (NNO) is Tuesday, October 1. Sgt. Randy Gardner (Bedford Police) had agreed to speak on "National Night Out - Bedford" at our proposed September Outreach Meeting if the CAC decided on that topic. Since that topic is not on the final agenda, Mr. Morlock will advise Sgt. Gardner of the same and thank him for being available. The Police Dept will have an article again this year on "NNO-Bedford" in the next edition (August) of the Bedford Connection Magazine.

## **5. Discussion and possible action related to feedback received from Residents, Businesses, and Faith Based Organizations.**

Reference Attachment:

Agenda Item 5. – "2013 Public Feedback – 4/12/2013"

Chairman Grubbs reviewed 1 page report on status of City responses to citizen questions submitted to CAC.

### **CAC20130221B - The City should buy from Bedford Businesses**

City response: City is prevented by state law from restricting their purchases to just the City. Many things have to be put out to bid and have to take the lowest most qualified bidder. City also has purchasing agreements with other counties and other cities to get the most bang for the taxpayers dollar.

Status: Closed

### **CAC20130221C - All City vehicles should have ShopBedfordFirst signs on them**

City response: City does want to put them on all vehicles possible and is putting it out to bid. Once the price is in, they will determine if it can be done within the budget.

Status: Awaiting additional response

## **6. Chairman's Report to include discussion and possible action.**

Steve Grubbs referenced a suggestion that the CAC attach selected CAC meeting reports to the monthly minutes to provide a historical record that would be useful for future project reference by CAC members and Boards.

Per the City Secretary, the minute's attachment option is always available. There is an annual (calendar year) binder maintained for each City Commission and Board and any attachments could be filed after each monthly minutes. That binder is available for reference by Commission members.

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To make this idea useful, Chair Grubbs requested, but did not require, Committee chairs to submit brief (1 page) reports whenever appropriate to document progress and capture ideas and learning experiences.

Effective with this April CAC meeting, the CAC Secretary will be responsible for providing selected attachments to the City Secretary each month for filing with the approved minutes. To complete the 2013 minutes binder, Chair Grubbs agreed to research and provide selected attachments for the January – March CAC minutes.

### **7. Discussion and possible action regarding a City-wide Health Fair.**

Cynthia Williams reported no specific activity on this item. Current efforts have been re-directed to consideration of a Bedford Community Fair (Agenda Item 9.) which could include a City-wide Health Fair component.

### **8. Discussion and possible action regarding purchasing portable sign instead of using rentals**

Reference Attachment:

Agenda Item 8. – “SignsSeen Invoice to Bedford Fire Dept - 2/26/2013”

Dave Gebhart reported last month that Bedford Central Fire Station had 3 signs made with 2 wheels and suggested CAC get detailed costs for sign reference file. Mr. Gebhart obtained an invoice to the Fire Department from SignsSeen detailing the costs of a 4’ x 8’ black magnet sign (\$1,239) and a 4’ x 6’ black magnet sign (\$959). The costs were similar to those previously reported, but did not include delivery.

The main purpose of a CAC (City) owned sign would be to promote Shop-Bedford First when it was not being used to promote a CAC sponsored event. City ordinance stipulates that a sign must be moved every 30 days. Question was raised about who would transport and store a City owned sign. Would the City do it? When the CAC (City) rents a sign, the vendor gets the permit to post sign on the property, and installs, removes, and stores the sign.

Ms. Williams expressed concerns about the bad appearance / image of some City signs, noting a Bedford Police sign at a Burger King for a blood drive that was “dirty and filthy”. It was mentioned that some signs need netting to avoid theft of sign letters.

Since the CAC F/Y budget picture would be clearer after the Energy Expo this month, it was suggested that further sign purchase consideration be postponed.

Motioned by Mr. Morlock, and seconded by Mr. Gebhart, that further consideration of CAC sign purchase be tabled until the next CAC meeting in May. Motion passed 7-0-0.

### **NEW BUSINESS**

### **9. Discussion and possible action regarding a Bedford Community Fair**

During previous CAC informal discussions about helping to organize a City-wide multi-topic Expo (e.g. Energy, City, Health, etc.) the umbrella term of “Bedford Community Fair” received favorable mention. Also mentioned, if the City wants to “think big” on this, then maybe October 2014 is a long term target date to be considered.

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Ms. Williams agreed to research examples of D/FW "Large Fairs /Expos" that include a broad agenda and provide an initial report at next CAC meeting in May. Mr. Morlock and Mr. Franklin agreed to work with Cynthia on researching specific events after the May 7 Outreach Meeting is over.

### **ADJOURNMENT**

Motioned by Mr. Gebhart, and seconded by Mr. Savage, to adjourn the meeting at 7:24 p.m. Motion passed 7 - 0 - 0.

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Approved  
Steve Grubbs, Chairperson

Submitted by Gary Morlock, CAC Secretary  
GM doc: CAC Minutes 2013-04-18 FINAL

#### **Attachments (on file in City CAC binder after minutes):**

Agenda Item 2. – "Annual Budget for FY 2012/2013 – Report 04/21/2013" [sic]  
Agenda Item 3.a) – "Subcommittee report from Jennifer Schnell 4/18/2013"  
Agenda Item 3.b) – "CAC Report 4-18 on 5-7 COM School Safety"  
Agenda Item 3.c) – "To Transform a City – Event with 6 Stones"  
Agenda Item 5. – "2013 Public Feedback – 4/12/2013"  
Agenda Item 8. – "SignsSeen Invoice to Bedford Fire Dept - 2/26/2013"

Note: Each attachment line is a copy of reference line in agenda item minutes.